

Due to the potential for violence in the form of an active shooter, hostage taker, barricaded subject, threat of a weapon of mass destruction, assault, sexual assault or other act of violence students, faculty and staff should take the following actions to ensure their safety.

Introduction

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people and in most cases there is no pattern to their selection of victims. These situations can develop rapidly, and will be met with immediate deployment of law enforcement resources both from the campus and city police

How you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter.

ACTIVE SHOOTER OUTSIDE YOUR BUILDING

- Lock the door(s) to your room (if you are in the hall or a room that can not be locked move to a room with a lock, if you can do so safely), close and lock all the windows and turn off all the lights.
- Everyone should lie down on the floor away from doors and out of view from windows in doors.
- One person in the room should call 911; tell the dispatcher what is happening and where you are. **NOTE:** if you call 911 on a cell phone, you will be connected to the city police; ask them to contact the Wake Forest University Police. Calling 758-5911 will connect you directly to the University Police. 911 calls from campus phones go directly to University Police. Inform the dispatcher if anyone is hurt.
- Remain in place until the police advise you it is safe. Verify that voice commands are being issued by a police officer, not the shooter.

ACTIVE SHOOTER IN YOUR BUILDING

- If you know the location of the shooter, call 911 and provide that information. Follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely or if you can safely exit the building. If you decide to move from your current location, remember the shooter may be on your floor or the floor below. If you are on a lower level, it may be safer to leave by a window. Do not carry anything with you. If you encounter a police officer, follow his instructions completely. Police officers will probably be in groups of four and will use their weapons to stop an active shooter. Police officers will assist injured parties.

SUMMARY

1. Go to the nearest room or office and close and lock the door.
2. Notify the Wake Forest University Police Dept.
3. Stay away from the windows and doors.
4. Do not leave your location until you are told the situation is over or instructed to do so by the Wake Forest University Police.
5. When instructed by police to leave do not carry anything with you and keep your hands visible.
6. While exiting the building, do not stop to help anyone injured. Police officers will assist the injured.
7. Cooperate with the police and do not leave a safe area until told to do so by the police.